

The Gazette



of India

EXTRAORDINARY

PUBLISHED BY AUTHORITY

NEW DELHI, SATURDAY, DECEMBER 11, 1948

GOVERNMENT OF INDIA

MINISTRY OF LABOUR

NOTIFICATION

New Delhi, the 11th December 1948

No. P. F. 15(5)/48.—In exercise of the powers conferred by section 3 of the Coal Mines Provident Fund and Bonus Schemes Act, 1948 (XLVI of 1948), the Central Government is pleased to frame the following Coal Mines Provident Fund Scheme, namely:—

1. **Short title and application.**—(i) This Scheme may be called the Coal Mines Provident Fund Scheme.

(ii) It shall apply to all coal mines in West Bengal, Bihar, the Central Provinces and Berar and Orissa.

(iii) The provisions of this Scheme shall be deemed to have come into force with effect from the twelfth of May 1947 in respect of coal mines in West Bengal and Bihar and with effect from the tenth of October 1947 in respect of coal mines in the Central Provinces and Berar and Orissa.

2. **Definitions.**—In this Scheme, unless there is anything repugnant in the subject or context—

- (a) "Act" means the Coal Mines Provident Fund and Bonus Schemes Act, 1948 (XLVI of 1948);
- (b) "basic wages" means the total cash emoluments, whether earned while on duty or while on leave with pay, but excluding all payments for food concession, dearness, house rent and other similar allowances, overtime, bonus, commission, presents or donations;
- (c) "Board" means the Board of Trustees constituted under paragraph 3 of this Scheme;
- (d) "children" means legitimate children and includes adopted children if the Executive Committee is satisfied that under the personal law of the member, adoption of a child is legally recognised;
- (e) "Commissioner" means the Coal Mines Provident Fund Commissioner appointed under paragraph 23 of this Scheme;
- (f) "Committee" means the Executive Committee constituted under subparagraph (2) of paragraph 3 of this Scheme;
- (g) "excluded employee" means an employee who, having been a member of the Fund once, withdrew the full amount of his accumulations in the Fund on permanent retirement after attainment of the age

of 50 years or on retirement on account of total incapacity due to bodily or mental infirmity;

(h) "family" means—

(i) in the case of a male member, the wife, children, and dependant parents of the member, and the widow and children of a deceased son of the member;

Provided that if a member proves that his wife has ceased under the personal law governing him or the customary law of the community to which the spouse belongs to be entitled to maintenance she shall no longer be deemed to be a part of the member's family in matters to which this Scheme relates, unless the member subsequently intimates by express notice in writing to the Commissioner that she shall continue to be so regarded; and

(ii) in the case of a female member, the husband and children of the member, the dependent parents of the husband, and the widow and children of a deceased son of the member;

Provided that if a member by notice in writing to the Commissioner expresses her desire to exclude her husband from the family, the husband shall no longer be deemed to be a part of the member's family in matters to which this Scheme relates, unless the member subsequently cancels in writing any such notice.

Explanation.—In either of the above two cases, if the child of a member has been adopted by another person and if, under the personal law of the adopter, adoption is legally recognised such a child shall be considered as excluded from the family of the member;

(i) "Inspector" means a person appointed as such under section 10 of the Act;

(j) "member" shall have the meaning assigned in the Act and shall include initial member;

(k) "period of membership" means in respect of a member the period beginning with the date from which the first contribution is paid in respect of such member and ending with the date of the application on which he is permitted to withdraw the amount standing to his credit in the Fund under paragraph 63;

(l) "quarter" means a period of three calendar months commencing on the first of January, the first of April, the first of July and the first of October of each year;

(m) "wages" has the meaning assigned to it in clause (vi) of section 2 of the Payment of Wages Act, 1936 (IV of 1936);

Composition of Board of Trustees and Executive Committee.—(1) The Fund shall be administered by a Board of Trustees to be constituted by the Central Government consisting of the following persons, namely:—

- (a) a Chairman, nominated by the Central Government;
- (b) not more than six persons, to be nominated by the Central Government, of whom at least three shall be officials of that Government;
- (c) (i) two persons, nominated by the Indian Mining Association;
- (ii) one person, nominated by the Indian Mining Federation;
- (iii) one person, nominated by the Indian Colliery Owners' Association;
- (iv) one person, nominated by the C.P. and Berar Mining Association;
- (v) one person, nominated by the Central Government to represent other employers;

(d) six persons, representing employees in coal mines to be nominated by the Central Government of whom—

(i) five shall be nominated in consultations with such organisations of employees as may be recognised by the Central Government, at least one nominee being an employee and

(ii) one shall represent the employees outside the organisations:

Provided that if any of the bodies referred to in sub-clauses (i) to (iv) of clause (c) fails to make the nomination within a period of thirty days from the date on which the Central Government asks for it, the Central Government may itself make the nomination.

(2) An Executive Committee of the Board shall be constituted from among the trustees, consisting of:—

(a) a Chairman, nominated by the Central Government;

(b) two persons, nominated by the Central Government from among the trustees nominated under clause (b) of sub-paragraph (1);

(c) four persons, elected at the annual meeting of the Board as follows:—

(i) two persons, from among the trustees nominated under clause (c) of sub-paragraph (1);

(ii) two persons, from among the trustees nominated under clause (d) of sub-paragraph (1).

(3) The Minister for Labour in the Government of India may attend any meeting of the Board or of the Committee and when he so attends, he shall preside at the meeting.

(4) The Secretary to the Government of India in the Ministry of Labour may also attend any meeting of the Board or of the Committee and when he so attends, he shall, unless the Minister for Labour is also present, preside at the meeting.

4. Terms of Office.—(1) Save as otherwise expressly provided in this Scheme, the term of office of the trustees other than those referred to in clauses (a) and (b) of sub-paragraph (1) of paragraph 3 shall be five years commencing on the date on which their nomination is notified in the Official Gazette:

Provided that a trustee shall notwithstanding the expiry of the said period of five years continue to hold office until the nomination of his successor is notified.

(2) The trustee referred to in clauses (a) and (b) of sub-paragraph (1) of paragraph 3 shall hold office during the pleasure of the Central Government.

(3) The trustees elected to the Committee shall hold office as members of the said Committee till the date of the next annual meeting of the Board.

Provided that a member of the Committee shall cease to hold office when he ceases to be a trustee.

(4) The persons nominated by the Central Government to the Committee shall hold office during the pleasure of the Central Government.

(5) An out-going trustee or member of the Committee shall be eligible for re-nomination or re-election as the case may be.

5. Resignation.—A trustee or member of the Committee may resign his office by notice in writing to the Central Government and his seat shall fall vacant on the acceptance of the resignation by that Government.

6. Cessation of Membership.—A trustee or member of the Committee shall cease to be such trustee or member, if he fails to attend three consecutive meetings of the Board or the Committee without obtaining leave of absence from the Chairman of the Board or the Committee, as the case may be:

Provided that the Central Government may restore him to trusteeship or membership, as the case may be, if it is satisfied that there were reasonable grounds for the absence.

7. Removal from Membership.—The Central Government may remove from office any trustee if it is satisfied that the trustee has ceased to represent the interests on whose behalf he was nominated. The trustee so removed shall cease to be a member of the Committee if he is on the Committee.

8. Absence from India.—(1) Before a non-official trustee leaves India—

- (a) he shall intimate to the Chairman of the Board and if he is also a member of the Committee the Chairman of the Committee of the dates of his departure from and expected return to India, or
- (b) if he intends to absent himself for a longer period than six months, he shall tender his resignation.

(2) If any trustee leaves India without intimation to the Chairman of the Board, he shall be deemed to have resigned from the Board with effect from the date of his departure from India.

9. Filling of Vacancies.—(1) Not less than one month but not earlier than two months before the tenure of trustees other than trustees nominated by the Central Government is to expire, or when any casual vacancy occurs among any such trustees, the Central Government shall, by notice in writing, call upon the body concerned to nominate a person to fill the vacancy and such nomination shall be made within thirty days of the date of issue of such notice:

Provided that if any body fails to make the nomination within the period specified, the Central Government may itself nominate a person and fill the vacancy.

(2) Vacancies in the office of nominated or elected trustees or members of the Committee shall be filled by nomination or election as the case may be:

Provided that the Central Government may nominate a trustee to fill a vacancy in the office of an elected member of the Committee until such time as the next meeting of the Board is held.

(3) A trustee or member of the Committee nominated or elected to fill a casual vacancy shall hold office only for so long as the member in whose place he is nominated or elected would have been entitled to hold office if the vacancy had not occurred.

10. Vacation of Office.—A person shall be disqualified for being a trustee—

- (a) if he is declared to be of unsound mind by a competent Court; or
- (b) if he is an undischarged insolvent; or
- (c) if he has been convicted of any offence which in the opinion of the Central Government involves moral turpitude.

11. Authentication of orders, decisions etc.—All orders and decisions of the Board or the Committee shall be authenticated by the signature of its Chairman or by some other officer or member of the Board or Committee, as the case may be, authorised by it in this behalf.

12. Powers of the Executive Committee.—Subject to the general superintendence and control of the Board, the Committee shall administer the affairs of the Fund and may exercise such powers and perform such functions as may be delegated to it by the Board.

13. Disposal of Business.—(1) Every question which is to be considered by the Board shall be considered either at its meeting or, if the Chairman so directs by sending the necessary papers to all the trustees for their opinion:

Provided that the papers need not be sent to a trustee who is absent from India at that time.

(2) When a question is referred under sub-paragraph (1) for opinion, an trustee may request that the question be considered at a meeting of the Board and thereupon, the Chairman, may, and if the request is made by not less than three trustees, shall, direct that it be so considered.

(3) Every question which the Committee is required to take into consideration shall be considered at a meeting of the Committee.

14. **Meetings of Board of Trustees and Executive Committee.**—The Board and the Committee shall meet at such place and time as may be appointed by the Chairman of the Board or the Committee as the case may be.

15. **Notice of Meeting and List of Business.**—(1) Notice of not less than fifteen days from the date of posting shall be given of the time and place fixed for each ordinary meeting of the Board or of the Committee to every trustee or, as the case may be, to every member of the Committee present in India and to such notice shall be attached a list of business to be discussed at the meeting:

Provided that when the Chairman calls a meeting for considering any matter which in his opinion is urgent, a notice giving such reasonable time as he may consider necessary, shall be deemed sufficient.

(2) No business which is not on the list shall be considered at the meeting except with the permission of the Chairman.

16. **Presiding at Meeting.**—The Chairman of the Board or of the Committee as the case may be, shall, save as provided in sub-paragraphs (3) and (4) of paragraph 3, preside at every meeting of the Board or of the Committee at which he is present. If the Chairman is absent at any time, the trustees, or the members of the Committee, present shall elect one of their number to preside over the meeting and the trustee or member so elected shall at that meeting exercise all the powers of the Chairman.

17. **Quorum.**—(1) No business shall be transacted at a meeting of the Board, whether ordinary or emergent, unless at least seven trustees are present of whom at least two shall be trustees nominated under clause (c) and at least two nominated under clause (d) of sub-paragraph (1) of paragraph 3.

(2) No business shall be transacted at a meeting of the Committee, whether ordinary or emergent, unless at least four members are present of whom at least one shall be a member elected under sub-clause (i) and at least one elected under sub-clause (ii) of clause (c) of sub-paragraph (2) of paragraph 3.

(3) If at any meeting the number of trustees or members of the Committee, as the case may be, is less than the required quorum, the Chairman shall adjourn the meeting to a date not less than seven days later informing the trustees or members present and also the other trustees or members of the date, time and place of the adjourned meeting and it shall thereupon be lawful to dispose of the business at such adjourned meeting whether the quorum is secured or not.

18. **Recommendation by Majority.**—(1) Every question at a meeting of the Board or the Committee shall be decided by a majority of votes of the Trustees or members of the Committee present and voting, but the minority may require their dissent to be noted.

(2) Every question referred to the trustees for opinion shall, unless the Chairman in pursuance of sub-paragraph (2) of paragraph 13 reserves it for consideration at a meeting, be decided in accordance with the opinions received within the time limit allowed.

(3) In the case of equality of votes or opinions, the Chairman shall exercise an additional vote or opinion.

19. **Minutes of Meetings.**—(1) The proceedings of a meeting of the Board or of the Committee shall be circulated to all trustees or members, as the case may be, present in India and thereafter they shall be recorded in a minute book to be kept as a permanent record.

(2) The record of the proceedings of each meeting shall be signed by the Chairman after confirmation at the next meeting.

20. Acts of the Board etc. not invalid by reason of defect in Constitution etc.— No Act of the Board or the Committee shall be deemed to be invalid by reason of any defect in the constitution of the Board or the Committee or on the ground that any trustee or member thereof was not entitled to hold or continue in office by reason of any disqualification or of any irregularity in his nomination or election or by reason of such act having been done during the period of any vacancy in the Board or the Committee.

21. Fees and allowances.—(1) The travelling allowance of an official trustee shall be governed by the rules applicable to him for journeys performed on official duty and shall be paid by the authority paying his salary.

(2) Every non-official trustee shall be paid an allowance of Rs. 12-8 for each day on which he attends a meeting of the Board and/or the Committee and travelling allowance at $1\frac{1}{2}$ railway fares of the highest class from and to his usual place of business or from and to the place the journey is actually performed whichever is less, plus road mileage at annas eight per mile for the journey not covered by railway.

NOTE.—(1) No daily or travelling allowance in respect of any day or journey, as the case may be, shall be claimed from the Fund by a trustee if he has drawn or will draw allowance for the same from his employer or as a member of the Legislature or of any Committee or Conference of Government and no travelling allowance shall be claimed if he uses a means of locomotion provided at the expense of Government or his employer.

NOTE.—(2) Where the journey is performed by road between places connected by railway, road mileage shall be paid only if the trustee concerned certifies that the journey was undertaken by road to avoid loss of time which the journey by railway would have entailed and the distance travelled does not exceed 75 miles in a single journey.

22. Powers of the Central Government until the Board is constituted.—(1) Until the Board of Trustees is constituted the Central Government shall administer the affairs of the Fund and may exercise any of the powers and perform any of the functions of the Board.

(2) All property acquired before the Board is constituted shall vest in the Board and all income derived and expenditure incurred in this behalf shall be brought into the books of the Fund.

23. Coal Mines Provident Fund Commissioner.—(1) The Central Government may appoint a Coal Mines Provident Fund Commissioner who shall be the Chief Executive Officer of the Fund and shall be subject to the general control and superintendence of the Board and the Committee.

(2) The Commissioner shall be a whole time officer of the Fund and shall not undertake any work not connected with his office without the sanction of the Central Government.

(3) The Commissioner shall hold office for such period, not exceeding 5 years, as may be specified in the order appointing him. An out-going Commissioner shall be eligible for re-employment if he is otherwise qualified.

(4) The Commissioner shall receive such salary and allowances and be subject to such other conditions of service as may be specified by the Central Government from time to time.

(5) A person shall be disqualified from being the Commissioner if he is subject to any of the disqualifications specified in paragraph 10.

(6) The Central Government may at any time remove the Commissioner from office and shall do so if such removal is recommended by a resolution of the Board passed at a special meeting called for the purpose and supported by the votes of not less than two thirds of the total strength of the Board.

24. Staff.—(1) The Board may employ such staff as may be necessary for the efficient administration of this Scheme:

Provided that the sanction of the Central Government shall be obtained for the creation of any post with maximum salary of Rs. 500 and above, and the duration of which is likely to be more than six months.

(2) The Board shall, with the approval of the Central Government, make regulations regarding the method of recruitment, pay and allowances, discipline, superannuation benefits and other conditions of service of the members of its staff:

Provided that the scale of pay and allowances of the members of the staff shall generally be in accordance with the scales sanctioned by the Central Government for similar posts.

(3) Every appointment to posts carrying a starting monthly salary of Rs. 275 and above shall be made by the Central Government.

(4) Persons appointed by the Board and paid from the Fund shall not be deemed to be Government servants notwithstanding that the Central Government may direct that any service rules applicable to Government servants may apply with or without modifications to such persons.

25. Class of employees required to join the Fund.—(1) Every employee in a coal mine to which this Scheme applies, other than an excluded employee, shall be required to join the Fund and become a member immediately after the end of the quarter following any quarter after the thirtieth of September 1948, in which he qualified for a bonus under sub-paragraph (b) of paragraph 4 or sub-paragraph (c) of paragraph 5 of the Coal Mines Bonus Scheme.

(2) Every employee in a coal mine to which this Scheme applies, other than an excluded employee, shall be required to become a member of the Fund (hereinafter called the "initial member") from the beginning of the first period or quarter before the first of October 1948, in respect of which he qualifies for a bonus under paragraph 4 or paragraph 5 of the Coal Mines Bonus Scheme:

Provided that an initial member, who has received before the first of October 1948, from his employer the full amount of his as well as the employer's contribution on his leaving employment in the coal mining industry, shall cease to be an initial member.

Explanation:—An employee whose basic wages exceed three hundred rupees per month from the date on which the Scheme is deemed to have come into force or from the date on which he begins work in a coal mine to which the Scheme applies cannot qualify for membership of the Fund so long as his basic wages continue to exceed three hundred rupees per month since he cannot qualify for a bonus under the Coal Mines Bonus Scheme. An employee whose basic wages exceed three hundred rupees per month subsequent to his qualifying for membership will be required to continue his membership and contributions restricted to the maximum shown in Table I in paragraph 27 will continue to be payable.

26. Election for continuance of membership of certain other Provident Funds.—(1) Notwithstanding anything to the contrary contained in paragraph 25, a subscriber to a Provident Fund recognised under the Indian Income Tax Act, 1922 (XI of 1922), or to which the Provident Funds Act 1925 (XIX of 1925), applies, may elect to continue as a subscriber thereto and if he does so, he shall not be required to or be entitled to become a member of the Fund.

(2) The election referred to in sub-paragraph (1) shall be made in Form C annexed hereto as soon as possible after he qualifies for membership of the Fund and shall be sent by the employer by registered post to the Commissioner so as to reach him within six months of the date on which the Scheme is notified or within six weeks of the end of the period or quarter in which he qualifies for membership of the Fund under paragraph 25, whichever is later.

27. Rates of Contribution.—(1) Contributions shall be payable under this Scheme in respect of every member, whether an initial member or not, employed directly or indirectly in any coal mine to which this Scheme applies in respect of each month or week, as the case may be, for the whole or part of which he is so employed after the 31st of December 1948 and shall comprise contribution by the member and contribution by the employer at the rates specified in the following tables:

Provided that an employer may cease to pay contribution in respect of a member if the member, not being a member whose wages exceed three hundred rupees per month, fails to earn a bonus in any coal mine for four successive quarters. If he does not pay the contribution as aforesaid, the election shall continue to be effective only upto the end of the quarter immediately following the quarter in which he again qualifies for a bonus under paragraph 4 or paragraph 5 of the Coal Mines Bonus Scheme. In the meantime, such a member shall continue as a non-contributory member so long as he does not withdraw from membership under paragraph 63.

TABLE I

Monthly rated employees.

Basic wages for the month	Member's contribution	Employer's contribution	Total monthly contribution
	Rs. A. P.	Rs. A. P.	Rs. A. P.
Upto Rs. 10	0 10 0	0 10 0	1 4 0
Over Rs. 10 and upto Rs. 10	1 0 0	1 0 0	2 0 0
Over Rs. 10 and upto Rs. 24	1 8 0	1 8 0	3 0 0
Over Rs. 24 and upto Rs. 30	2 0 0	2 0 0	4 0 0
Over Rs. 30 and upto Rs. 54	3 0 0	3 0 0	6 0 0
Over Rs. 54 and upto Rs. 72	4 0 0	4 0 0	8 0 0
Over Rs. 72 and upto Rs. 88	5 0 0	5 0 0	10 0 0
Over Rs. 88 and upto Rs. 104	6 0 0	6 0 0	12 0 0
Over Rs. 104 and upto Rs. 120	7 0 0	7 0 0	14 0 0
Over Rs. 120 and upto Rs. 136	8 0 0	8 0 0	16 0 0
Over Rs. 136 and upto Rs. 150	9 0 0	9 0 0	18 0 0
Over Rs. 150 and upto Rs. 175	10 0 0	10 0 0	20 0 0
Over Rs. 175 and upto Rs. 200	12 0 0	12 0 0	24 0 0
Over Rs. 200	15 0 0	15 0 0	30 0 0

TABLE II
Other employees.

Basic wages for the week	Member's contribution	Employer's contribution	Total weekly contributions
	Annas	Annas	Annas
Upto Rs. 1	Nil	Nil	Nil
Over Rs. 1 and upto Rs. 2	2	2	4
Over Rs. 2 and upto Rs. 3	3	3	6
Over Rs. 3 and upto Rs. 5	4	4	8
Over Rs. 5 and upto Rs. 7	6	6	12
Over Rs. 7 and upto Rs. 9	8	8	16
Over Rs. 9 and upto Rs. 11	10	10	20
Over Rs. 11	12	12	24

(2) If any dispute arises as to whether a particular item of emoluments is a part of basic wages or not, the dispute shall be referred to the Chief Labour Commissioner (Central), whose decision shall be final.

28. Payment of Contributions.—The employer shall, in the first instance, pay both the contribution payable by himself (in this Scheme referred to as the employer's contribution) and also, on behalf of the member employed by him, the contribution payable by the member (in this Scheme referred to as the member's contribution).

29. Recovery of Member's share of contribution.—(1) The amount of any member's contribution paid by the employer shall, notwithstanding the provisions of this Scheme or any law for the time being in force or any contract to the contrary, be recoverable by means of deduction from the wages of the member and not otherwise:

Provided that no such deduction may be made from any wages other than such as are paid in respect of the period or part of the period in respect of which the contribution is payable.

(2) Any sum deducted by an employer from wages under this Scheme shall be deemed to have been entrusted to him for the purpose of paying the contribution in respect of which it was deducted.

30. Employer's share not to be recovered from employee.—Notwithstanding any contract to the contrary the employer shall not be entitled to deduct the employer's contribution from the wages of a member or otherwise to recover it from him.

31. Payment of contributions in respect of initial members.—(1) In respect of all initial members of the Fund employed by an employer in West Bengal and Bihar during the period from the twelfth of May 1947 to the thirtieth of September 1948 and by an employer in Central Provinces and Berar and Orissa during the period from the tenth of January 1948 to the thirtieth of September 1948 the employer shall be required to pay for credit as member's contribution to the Fund the amounts deducted by him under sub-paragraph (3) of

paragraph 7 of the Coal Mines Bonus Scheme from the bonus payable, together with an equal amount on account of the employer's contribution and also an administrative charge equal to 5 per cent. of the total amount of the employer's and member's contributions.

(2) The payment referred to in sub-paragraph (1) shall be made by deposit in such Government treasury or branch of the Imperial Bank of India and under such head of account and at such time as the Central Government may direct. The original treasury or bank chalan shall be sent to the Commissioner with a statement in Form B annexed hereto within one week of the date of the deposit.

NOTE 1.—The employer's as well as the member's contribution shall be payable in respect of all initial members irrespective of whether or not the initial member is in the service of the employer at the time when the payment falls due.

NOTE 2.—If the total amount of the member's as well as his employer's contribution has been refunded by the employer to any member at the time of his leaving the coal mining industry before the 1st of October, 1948 no contribution shall be payable to the Fund by the employer in respect of such member. In all other cases the employer's as well as the member's contribution shall be payable to the Fund.

NOTE 3.—For the sake of removal of doubt, it is hereby stated that no contribution under paragraph 27 or under this paragraph shall be payable in respect of the period from the first of October 1948 to the thirtyfirst of December 1948.

32. **Lumpsum Contribution.**—(1) Every employer shall be required to pay for credit to the "Reserve Account" of the Fund a consolidated contribution in respect of the period from the twelfth of May 1947 in the case of coal mines in West Bengal and Bihar and from the tenth of October 1947 in the case of coal mines in the Central Provinces and Berar and Orissa upto the thirtyfirst of December 1948 at such rate per ton of coal raised in the coal mine during the period concerned as the Central Government may specify in this behalf.

Provided that any sums deposited under paragraph 31 as the employers' contribution and the administrative charge shall be allowed as a deduction from the amount which would otherwise be required to be paid under this paragraph.

(2) The payment referred to in sub-paragraph (1) shall be made by deposit in such Government treasury or branch of the Imperial Bank of India and under such head of account and at such time, as the Central Government may direct. The original treasury or bank chalan shall be sent to the Commissioner, with a statement in such form as he may specify, within one week of the date of the deposit.

33. **Mode of Payment of Contribution—Affixing of stamps.**—(1) Every contribution payable under this Scheme shall, except as otherwise provided herein, be paid by affixing a stamp in the space provided therefor in the Contribution Card maintained for each member in Form D or E annexed hereto.

(2) An employer who is liable to pay contributions in respect of any member employed by him, shall pay the contributions in the following manner:—

The employer shall before paying the member the wages in respect of any part of the period for which contributions are payable affix to the card of the member a stamp or stamps in payment of the contributions due in respect of that period:

Provided that it shall be the duty of the employer in any case—

- (a) before the termination of the employment, except where the employment is terminated by the member without any notice or intimation to the employer, in which case the employer shall pay contributions within fourteen days of the termination of the employment,
- (b) within six days after the expiration of the period of currency of the card,

(c) if the wages have become due but have not been paid, within forty-eight hours after receiving a request in that behalf from the member, to affix to the card of the member a stamp or stamps in respect of the period ending at the date of such termination, expiration or request.

(3) In respect of the period during which the Contribution Card of the member has not been received by an employer from the last employer or the Commissioner, the employer shall prepare an emergency card in Form F annexed hereto and shall pay any contribution payable in respect of the member by affixing a stamp or stamps to such a card.

84. Stamps to be affixed by employer only and stamps which have previously been affixed or are cancelled or defaced not to be affixed.—No person other than an employer shall affix to the card any stamp relating to this Scheme and no person shall affix to a card any stamp which has been cancelled or defaced or which has been previously affixed to a card to which stamps are required or authorised to be affixed for the purposes of this Scheme.

85. Cancellation of Stamps.—Save as otherwise expressly provided in this Scheme, an employer shall immediately after affixing any contribution stamp to a card cancel the stamp by stamping with a metallic die with black indelible ink across the face of the stamp the date upon which it is affixed and the employer's registered number.

86. Writing on Contribution Cards and Stamps.—(1) An employer may, if he thinks fit, inscribe upon the card of any member employed by him, but only in such manner as may easily be erased or removed, the number of that member upon the pay list or in the books of the employer.

(2) Save as otherwise expressly provided in this Scheme or as specially authorised by the Central Government, no writing or other mark shall be made at any time upon the card or stamps until after the surrender of the card to the Commissioner.

87. Declarations by employees and preparation of Contribution Cards.—Every person who is required to be a member or an initial member of the Fund shall be asked forthwith by his employer to furnish and shall on such demand furnish to him, for communication to the Commissioner, particulars concerning himself and his nominees in form A annexed hereto. The particulars shall be entered in his own handwriting or if he is unable to write, shall be ascertained from him by the employer and entered in Form A. The employer shall obtain the signature and/or the thumb impression of the person and sign the certificate on the form at the place provided for the purpose and shall immediately thereafter prepare in respect of the person a Contribution Card in Form D or E as may be appropriate.

88. Submission of return of qualified employees.—Every employer shall send by registered post or through a messenger to the Commissioner within six weeks of the commencement of each quarter a return, in duplicate, in Form H annexed hereto of the employees qualifying to become members of the Fund during the preceding quarter and shall send with this return the declarations in Form A furnished by the persons qualifying.

89. Allotment of Account Numbers and Completion of Identity Cards.—On receipt of the return required under paragraph 88 the Commissioner shall promptly allot an Account Number to each person who has qualified to become a member and shall communicate the Account Number to the employer. He shall also arrange to have the persons so qualified photographed as soon as possible and prepare Identity Cards for them in Form G annexed hereto. Two copies of the photographic prints shall be taken from the same negative and shall be affixed on the Identity Cards and the Declaration Forms. The Identity Cards shall thereafter be sent to the employer, who shall sign and the member

shall sign or affix his thumb impression, across the edge of the photograph so as to prevent its subsequent replacement.

40. Currency of Contribution Cards.—The Contribution Cards issued under this Scheme shall have the period of currency of one year:

Provided that this period of one year may commence and terminate at such different times for coal mines in different areas as may be decided by the Board from time to time:

Provided further that the cards issued in respect of the first contribution period may have a period of currency longer or shorter than the period of one year.

41. Renewal of Contribution Cards.—Every employer shall, on or before the expiration of the period of currency of the Contribution Card, prepare in respect of each member employed by him, a card in Form D or E as may be appropriate for the next period of currency.

42. Submission of Contribution Cards to the Commissioner.—Every employer shall, within six weeks from the date of expiration of the period of currency of the Contribution Cards in respect of members employed by him, send the Contribution Cards together with the Emergency Cards, if any, issued in respect of the members to the Commissioner by registered post or through a messenger together with a statement in duplicate in Form I annexed hereto.

43. Identity Card when handed over to Member.—When a member leaves service in a coal mine, he may demand that the Identity Card be handed over to him and if he does so, the employer shall hand over that card to him after obtaining a receipt therefor on the wage-payment register.

44. Identity and Contribution Cards of Absentee Members—Submission to the Commissioner.—In cases where an employee leaves service in a coal mine either without notice to the employer or without demanding his Identity Card, the employer shall keep his Identity Card and the Contribution Card, and in all cases his Contribution Card till the end of the calendar month following that in which the employee left service in the coal mine and then send the cards after making necessary entries therein by registered post or through a messenger to the Commissioner accompanied by a statement in duplicate in Form J annexed hereto, unless during this period the employee turns up again for service in the coal mine or the employer receives a requisition from another coal mine for the cards of the member. In the latter case the cards should be sent to the other coal mine within 10 days of the receipt of the request after making appropriate entries in the Contribution Card and accompanied by a statement in Form J in duplicate, a copy of this statement being also sent at the same time to the Commissioner.

45. Declaration Form—Procedure to be followed by the Employer.—When a person presents himself for work at a coal mine the employer shall ask him to state whether or not he is a member of the Fund and if he is, ask for his Identity Card, Account Number and the name and the particulars of the last employer and get his cards from the Commissioner or from the last employer. When the new employer receives the Contribution Cards, Emergency Cards, if any, and Identity Cards, if any, in respect of the members of the Fund who have joined him, from the last employer or the Commissioner, he shall sign and return one copy of the statement in Form J or K annexed hereto in token of receipt to the last employer or the Commissioner as the case may be.

46. Supply of Cards and Forms to employers.—The Commissioner shall supply to employers free of charge on demand Declaration Forms, Identity Cards, Contribution Cards, Emergency Cards, and other forms referred to in this Scheme:

Provided that if any employer desires to obtain any card or form in excess of what the Commissioner considers to be the requirement of the employer, the Commissioner may, if he thinks fit, supply such excess cards or forms and make such charge therefor as he considers necessary.

47. Custody of Identity and Contribution Cards.—The employer shall, subject to paragraph 43, retain the Identity and Contribution Cards in respect of each member in his custody and shall take every possible precaution to guard them against loss or damage.

48. Inspection of Cards by members.—Any member who makes a request in this behalf to the employer shall be permitted to inspect his cards within a period of 72 hours of making such request provided that no member may make such a request more than once in any calendar month.

49. Production of Cards for inspection by the Commissioner or Inspector.—
(1) Every employer shall, whenever the Commissioner or any other officer authorised by him in this behalf or an Inspector so requests, either in person or by notice, produce to the Commissioner, Officer or Inspector the cards of any member employed by him and any card then in his possession, and if so required by the Commissioner, Officer or Inspector shall deliver such card to the Commissioner, Officer or Inspector, who may, if he thinks fit, retain the card.

(2) The Commissioner, Officer or Inspector shall grant a receipt for every card retained by him.

50. Procedure for the purchase of Contribution Stamps by Employers—Rate of Administrative Charge.—The contribution stamps to be affixed to the Contribution Cards of the members under this scheme shall be obtained by the employer from one of the Government treasuries specified in schedule 'A' on indent in Form 'N' annexed hereto and the nominal value of the stamps indented for, together with an administrative charge of 5 per cent. of the nominal value of the stamps shall be paid into the treasury under the head of account to be specified by the Central Government in this behalf:

Provided that the rate of administrative charge shall be reviewed by the Central Government, in consultation with the Board, before the expiry of three years from the date of publication of this Scheme.

51. Stamps Suspense Account and Administrative Account.—Out of the total amount realized under paragraph 50 an amount equal to the nominal value of the stamps sold shall be credited to an account to be named as the "Stamps Suspense Account" and the amount realized as the administrative charge shall be credited to an account to be called the "Administration Account".

52. Provident Fund Account.—When the Contribution Cards of members are received after the expiration of their period of currency from the employers the aggregate amount for which stamps have been affixed on the Contribution Cards shall be credited to an account to be called the "Provident Fund Account" by contra debit to the "Stamps Suspense Account".

53. Interest Suspense Account.—All interests, rents etc. realised and net profits or losses, if any, from the sale of investments, not including therein the transactions of the Administration Account, shall be credited, or as the case may be debited, to an account called the "Interest Suspense Account". Brokerage and commission on the purchase and sale of securities and other investments shall be included in the purchase or sale price, as the case may be, and not separately charged to the "Interest Suspense Account".

54. Investment of Monies belonging to the Coal Mines Provident Fund.—
(1) All monies belonging to the Coal Mines Provident Fund shall be either

deposited in the Imperial Bank of India or in such other scheduled banks as may be approved by the Central Government from time to time, or invested in securities mentioned or referred to in clauses (a) to (d) of section 20 of the Indian Trusts Act, 1882 (II of 1882), subject to the condition that the securities in which investments are made are payable both in respect of capital and of interest in the Dominion of India.

(2) The Board shall prepare a classified summary of the Assets of the Fund as on the 31st March in each year or on such other date as the Central Government may specify in Form O annexed hereto, and shall append it to the annual report required to be submitted to the Central Government under paragraph 68.

55. **Disposal of the Coal Mines Provident Fund.**—Subject to the provisions of the Act and of this Scheme, the Coal Mines Provident Fund, not including therein the Administration Account, shall not, except with the previous sanction of the Central Government, be expended for any purpose other than the payment of the sums standing to the credit of individual members of the Fund or to their nominees or heirs or legal representatives in accordance with the provisions of this Scheme.

56. **Expenses of Administration.**—(1) Subject to the provisions of the Act and of the Scheme all expenses of administration of the Coal Mines Provident Fund, including the fees and allowances of the trustees and of the members of the Committee and salaries, leave and joining time allowances, travelling and compensatory allowances, gratuities and compassionate allowances, pensions, contribution to Provident Fund or other benefit funds for the officers and servants of the Fund, the cost of audit of the accounts, legal expenses and the cost of all stationery and forms required for the purpose of giving effect to this Scheme, shall be met from the Administration Account.

(2) All expenses incurred by the Central Government for and in connection with the establishment of the Fund, whether before or after the date of its establishment, shall be treated as a loan advanced by the Central Government to the Fund and such loan shall be repaid to the Central Government from the Administration Account.

57. **Budget.**—(1) The Committee shall place before the Board at a meeting to be held in January each year a budget showing separately the probable receipts from the sale of stamps and the levy of the administrative charge and the expenditure which it proposes to incur during the financial year commencing on the first of April next. The budget as approved by the Board shall be submitted for sanction to the Central Government before the 15th of February each year.

(2) The Central Government may sanction the budget as submitted or with such alterations therein as it considers desirable.

58. **Form of Accounts.**—The Board shall maintain the accounts of the Fund, including the "Administration Account", in such form and manner as may be specified by it with the previous approval of the Central Government.

59. **Audit.**—(1) The accounts of the Fund, including the "Administration Account", shall be audited in such manner as the Central Government may direct.

(2) The cost of the audit as determined by the Central Government shall be paid out of the "Administration Account".

60. **Members' Accounts.**—(1) An account shall be opened in the name of each member in which shall be credited—

- (i) his contributions,
- (ii) the contributions made by his employer, and
- (iii) interest, as provided by paragraph 61.

(2) All items of account shall be calculated to the nearest anna.

(3) On receipt of the Contribution and Emergency Cards, if any, of a member from his employer at the end of the period of currency of the Contribution Card, the Commissioner shall ascertain the nominal value of the contribution stamps affixed on the card or cards of the member and shall credit to the account of the member, as at the last day of the period of currency, the employer's contribution and the member's contribution included in such nominal amount.

61. Interest.—(1) The Commissioner shall credit to the account of each member interest at such rate as may be determined by the Central Government in consultation with the Board in respect of the periods of currency of the cards expiring in each financial year.

(2) Interest for the period of currency of the card shall be credited with effect from the last day of the period on the opening balance at the credit of the member on the first day thereof:

Provided that, when the amount standing at the credit of the member has become payable, interest shall thereupon be credited under this sub-paragraph only for the period from the beginning of the current period upto the end of the month preceding the date of tender of payment, or upto the end of the sixth month after the month in which the amount has become payable, whichever is earlier.

(3) The aggregate amount of interest credited to the accounts of the members shall be debited to "Interest Suspense Account".

62. Nomination.—(1) Each member, or if he is a minor his guardian, shall make in his declaration in Form A, a nomination conferring the right to receive the amount that may stand to his credit in the Fund in the event of his death before the amount standing to his credit has become payable, or where the amount has become payable, before payment has been made.

(2) A member, or if he is a minor his guardian, may in his nomination distribute the amount that may stand to his credit in the Fund amongst his nominees at his own discretion.

(3) If a member has a family at the time of making a nomination, the nomination shall be in favour of one or more persons belonging to his family. Any nomination made by such member in favour of a person not belonging to his family shall be invalid.

(4) If at the time of making a nomination the member has no family the nomination may be in favour of any person or persons but if the member subsequently acquires a family, such nomination shall forthwith be deemed to be invalid and the member shall make a fresh nomination in favour of one or more persons belonging to his family.

(5) A nomination made under sub-paragraph (1) may at any time be modified by a member, or if he is a minor by his guardian, after giving a written notice of his intention of doing so in Form M annexed hereto. If the nominee predeceases the member, the interest of the nominee shall revert to the member who may make a fresh nomination in respect of such interest.

(6) A nomination or its modification shall take effect to the extent that it is valid on the date on which it is received by the Commissioner.

63. Circumstances in which accumulations in the Fund are payable to a member.—(1) A member may withdraw the full amount standing to his credit in the Fund—

(a) on permanent retirement from service in the coal mining industry at any time after the attainment of the age of 50 years:

Provided that if at the time of withdrawal he has not completed 5 years as a member of the Fund the employer's contribution and interest thereon shall be forfeited to the Fund, or

(b) on retirement on account of permanent and total incapacity for work in the coalfields due to bodily or mental infirmity.

(2) The Board may permit a member, who has not attained the age of 50 years, to withdraw the amount standing to his credit in the Fund if—

(a) he has migrated from India for permanent settlement abroad, or

(b) he has not been employed in any coal mine to which this Scheme applies for a continuous period of not less than one year immediately preceding the date on which he makes an application for withdrawal, or

(c) in the case of a member employed on fixed term contract, he does not continue to work in the coalfields after the expiry of his contract:

Provided, however, that before the withdrawal is allowed (i) the full amount of the employer's contribution and interest thereon shall be forfeited to the Fund if the period of membership is less than 10 years, or (ii) half the amount of the employer's contribution and interest thereon shall be forfeited to the Fund if the period of membership is 10 years or more but less than 25 years.

(3) A member who withdraws under sub-paragraph (2) shall be required to join as a new member of the Fund if he obtains employment again in a coal mine and qualifies again for the membership of the Fund.

(4) All sums forfeited to the Fund under sub-paragraphs (1) and (2) shall be credited to the "Reserve Account" of the Fund.

64. Accumulations of a deceased member—to whom payable.—On the death of a member before the amount standing to his credit has become payable, or where the amount has become payable, before payment has been made—

(i) if a nomination made by the member in accordance with paragraph 62 subsists, the amount standing to his credit in the Fund or that part thereof to which the nomination relates, shall become payable to his nominee or nominees in accordance with such nomination;

(ii) if no nomination subsists or if the nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or the part thereof to which the nomination does not relate as the case may be shall become payable to the members of his family in equal shares:

Provided that no share shall be payable to—

(a) sons who have attained majority;

(b) sons of a deceased son who have attained majority;

(c) married daughters whose husbands are alive;

(d) married daughters of a deceased son whose husbands are alive;

if there is any member of the family other than those specified in clauses (a), (b), (c) and (d) : ...

Provided further that the widow or widows, and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived the member and had not attained the age of majority at the time of the member's death.

NOTE.—For the purpose of this paragraph a member's posthumous child, if born alive, shall be treated in the same way as a surviving child born before the member's death.

65. Deductions from the Account of members dismissed for serious and wilful misconduct.—(1) If a member is dismissed by an employer in a coal mine for serious and wilful misconduct, the employer may send intimation thereof to the Commissioner and the Commissioner shall have the power to forfeit the employer's contribution upto a maximum of the employer's contribution in the last two complete periods of currency of the Contribution Cards and those of the period of currency of the current Contribution Card.

(2) Before exercising the power of forfeiture conferred on him by sub-paragraph (1), the Commissioner shall call upon the member concerned, by notice in writing, to show cause why the forfeiture should not be made and shall decide the amount of forfeiture after taking into account any representation made by the member.

(3) Each forfeiture made under sub-paragraph (1) shall be brought to the notice of the Committee at a meeting to be held within 3 months of the date of such forfeiture and may be reviewed by the Committee either at its own instance or at the request of the employer or the member.

(4) Any amount forfeited from the individual account of a member under sub-paragraph (1) shall not be returned to the employer but shall be credited to the "Reserve Account" of the Fund.

66. Payment of Provident Fund.—(1) When the amount standing to the credit of a member, or the balance thereof after any deduction under paragraphs 63 or 65 becomes payable, it shall be the duty of the Commissioner to make prompt payment as provided in this Scheme. He shall close the account of the member and give notice in writing to the person to whom the amount is payable, specifying the amount and tendering payment thereof.

(2) If any portion of the amount, which has become payable, is in doubt or dispute, the Commissioner shall make prompt payment of that portion of the amount in regard to which there is no dispute or doubt, the balance being adjusted as soon after as may be.

(3) If the person to whom any amount is to be paid under this Scheme is a minor or lunatic for whose estate a guardian under the Guardians and Wards Act, 1890 (VIII of 1890), or a manager under the Indian Lunacy Act, 1912 (IV of 1912), as the case may be, has been appointed, the payment shall be made to such guardian or manager, and if no such guardian or manager has been appointed, the payment shall be made to the person authorised by law to receive payment on behalf of the minor or lunatic.

(4) If it is brought to the notice of the Commissioner that a posthumous child is to be born to the deceased member, he shall retain the amount which will be due to the child in the event of its being born alive, and distribute the balance. If subsequently no child is born or the child is still-born, the amount retained shall be distributed in accordance with the provisions of paragraph 64.

(5) Any person who desires to claim payment under this paragraph shall send a written application to the Commissioner, who may, at the option of the person to whom payment is to be made, make the payment—

- (i) by postal money order at the cost of the payee, or
- (ii) by crossed cheque sent through post, or
- (iii) by crossed cheque or cash at the office of the Commissioner, or
- (iv) by deposit in the payee's postal savings bank account, if any.

67. Annual statement of Members' Account.—(1) As soon as possible after the close of each period of currency of the Contribution Card the Commissioner shall send to each member through the employer of the coal mine in which he was last employed a statement of his account in the Fund showing the opening balance at the beginning of the period, the total amount credited or debited

in the period, the total amount of interest credited at the end of the period and the closing balance at the end of the period.

(2) Members should satisfy themselves as to the correctness of the annual statement and any error should be brought to the notice of the Commissioner within six months of the receipt of the statement.

68. **Annual Report on the Working of the Scheme.**—The Board shall submit to the Central Government an annual report on the working of the Coal Mines Provident Fund Scheme.

69. **Issue of Duplicate Identity Cards and Copies of Member's Accounts, Annual Report etc.**—The Commissioner shall issue duplicate Identity Cards and furnish copies of the member's account and of the annual report of the Fund to any member on written application on payment of such fees and subject to such conditions as may be specified by the Board in this behalf.

70. **Punishment for failure to Pay Contributions etc.**—If any person—

- (a) fails to pay any contribution which he is liable to pay under this Scheme, or
- (b) deducts or attempts to deduct from the wages or other remuneration of a member the whole or any part of the employer's contribution, or
- (c) removes a stamp from a Contribution Card or uses or attempts to use a stamp which has already been cancelled or defaced or which had previously been affixed to a Contribution Card, or
- (d) fails or refuses to submit any return, statement or other document required by this Scheme or submits a false return, statement or other document, or
- (e) obstructs any Inspector or other official appointed under the Act or this Scheme in the discharge of his duties, or
- (f) is guilty of any contravention of or non-compliance with any of the requirements of the Act or of this Scheme in respect of which no special penalty is provided,

he shall be punishable with imprisonment which may extend to six months or with fine which may extend to one thousand rupees, or with both.

SCHEDULE A

List of treasuries at which Coal Mines Provident Fund Contribution Stamps are stocked for issue to registered Coal Mines.

West Bengal

Asansol
Calcutta

Bihar

Manbhum
Dhanbad.
Hazaribagh

Central Provinces and Berar

Baikunthpur
Bilaspur
Chanda
Chhindwara

Orissa.

Sambalpur
Talcher

Form A

COAL MINES PROVIDENT FUND
(Declaration by person employed in a Coal Mine)

1. Name.....
(in block capitals)

2. Sex.....

Caste or Surname.....

4. Religion.....

5. Occupation.....

6. Height.....

7. Father's Name.....

8. If husband's Name.....
(for married women)9. Marital Status.....
(whether bachelor, spinster, married, widow
or widower)

10. Date of birth : Day.....Month.....Year.....

11. Marks of Identification.....

12. Permanent Address.....

Village.....Thana.....

District.....Province or State.....

I declare that I have/my ward has not previously been a member of the Coal Mines Provident Fund and I hereby direct that the amount at my/my ward's credit in the Coal Mines Provident Fund at the time of my/my ward's death shall be paid to the following person(s) in the manner shown against their names :—

Name and address of the nominee or nominees	Nominee's relationship with the member	Age of nominee	Amount or share of accumulation in the Fund to be paid to the nominee

Signature or left hand thumb impression
of the person employed or his guardian.

Date.....

Certified that above declaration has been signed by/by the guardian of.....
.....employed in my coal mine before me after he has read the entries.

the entries have been read over to him by me.

Regd. No. of Coal Mine.....Signature of Manager }
or other Officer }

Dated.....Designation
Name and address }
of Coal Mine. }

Form C

COAL MINES PROVIDENT FUND

(Election under paragraph 26 of the Coal Mines Provident Fund Scheme)

1. Name
(in block capitals)
2. Sex. 3. Religion
4. Father's Name.....
5. Husband's Name.....
(for married women only)
6. Date of birth
7. Permanent Address.....
.....
8. Name of Provident Fund of which he is already a member.....
.....

I declare that all the particulars stated above are true to the best of my knowledge and belief and I hereby [†] elect/do not elect to continue to be a member of the aforesaid Provident Fund.

Signature or left hand thumb
impression of person employed.

Certified that the above declaration has been signed by.....
employed in *.....
before me and that he is a member of.....

.....Provident Fund, a fund [†] recognised under the Income Tax Act, 1922.
[†] to which the Provident Funds Act, 1925, applies.

Signature of Manager or }
other Officer of Coal Mine }
Registered No. of Coal Mine.....

[†] Score out the portion not applicable.

* Here give the name of Coal Mine in which employed.

Form D

COAL MINES PROVIDENT FUND

Contribution Card for employees other than monthly rated employees for the period from.....to.....

1. Account No.....
2. Name (in block capitals).....
3. Caste or Surname.....
4. Sex.....
5. Date of birth.....
6. Occupation.....
7. Father's name.....
8. ~~Husband's name~~ (for married women only).....
9. Marital Status.....
10. Permanent Address—
 VillageThana.....
 DistrictProvince or State.....
11. Signature or left hand thumb
 impression of member
12. Signature of person preparing the Card.....
13. Signature of Manager of Coal Mine.....
14. Registered No. of Coal Mine.....
15. Name and address of Coal Mine.....

WARNING Any person who removes a stamp from this card or makes use of a stamp removed from a card is liable to prosecution.			Week 1	Week 2	Week 3
Week 4	Week 5	Week 6	Week 7	Week 8	Week 8
Week 9	Week 10	Week 11	Week 12	Week 13	Week 14
Week 15	Week 16	Week 17	Week 18	Week 19	Week 20
Week 21	Week 22	NOTICE TO EMPLOYER Each stamp should be firmly affixed and the date of affixing and employer's registered No. at once stamped with metallic die across the face of stamp.			Week 23
Week 24	Week 25	Week 26	Week 27	Week 28	Week 29

FOLD CARD HERE DO NOT TEAR

Week 30	Week 31	Week 32	Week 33	Week 34	Week 35
Week 36	Week 37	Week 38	Week 39	Week 40	Week 41
Week 42	Week 43	Week 44	Week 45	Week 46	Week 47
Week 48	Week 49	Week 50	Week 51	Week 52	Week 53

SUMMARY OF STAMPS AFFIXED					
Number	Denomination of stamps affixed		Nominal value of stamps affixed		Signature of employer's clerk
	Rs.		Rs.	As.	
					Checked and found correct.
Total Nominal value of stamps.					Signature of the clerk in the office of the Commissioner.

COAL MIN PROVIDENT FUND

Contribution Card for monthly rated employees for the period from.....
.....to.....

1. Account No.....
2. Name (in block capitals).....
3. Cast or Surname.....
4. Sex.....
5. Date of birth.....
6. Occupation.....
7. Father's name
8. Husband's name (for
married women only).....
9. Marital status.....
10. Permanent Address.....
Village.....Thana.....
District.....Province or State.....
11. Signature or left thumb
impression of Member.....

FOLD CARD HERE DO NOT TEAR

- Account No.....
12. Signature of person
preparing the card.....
13. Signature of Manager
of Coal mine.....
14. Registered No. of Coal-Mine.....
15. Name and address of Coal-Mine.....

Particulars of employment				
Registered No. of Coal mine	Period of employment		Remarks	Initials of employer's clerk
	From	To		

<p style="text-align: center;">WARNING</p> <p>Any person who removes a stamp from this card or makes use of a stamp removed from a card is liable to prosecution</p>			Month 1
Month 2	Month 3	Month 4	Month 5
Month 6	Month 7	Stamps must not be bought except at a Government treasury	Month 8
Month 9	Month 10	Month 11	Month 12

FOLD CARD HERE DO NOT TEAR

NOTICE TO EMPLOYER

Each stamp should be firmly affixed and the date of affixing and employer registered No. at once stamped with metallic die across the face of stamp.

Summary of stamps affixed

Number of stamps	Denomination of stamps		Nominal value of stamp		Signature of employer's clerk
	Rs.	As.	Rs.	As.	
					<p style="text-align: center;">Checked and found correct</p>
Total nominal value of stamps affixed.					Clerk of the Office of the Commissioner

Particulars of Emergency Cards issued

Ser	Employer's Registered No.	Period for which issued		Remarks
		From		

COAL MINES PROVIDENT FUND

Emergency Contribution Card for the period

from.....to.....

1. Account No
2. Name (in block capitals).....
3. Caste or surname.....
4. Sex
5. Occupation.....
6. Father's name.....
7. Husband's name (for married women only).....
8. Marital status.....
9. Permanent address.....
 Village.....Thana.....
 District.....Province or State.....
10. Signature or left thumb
 impression of member.....
11. Signature of person
 preparing the card.....
12. Signature of Manager of Coal Mine.....
13. Registered No. of Coal Mine.....
14. Name and address of Coal Mine.....
15. Space for Stamps—

16. Total nominal value
 of stamps affixed.....
17. Signature of employer's clerk.....
18. Checked and found correct.....

Clerk of the Office of the Commissioner.

COAL MINES PROVIDENT FUND

Identity Card

Account No.....

NAME.....

(in block capitals)

1. Account No.....

2. Name.....

(in block capitals)

3. Surname or Caste.....

4. Sex

5. Height.....

6. Occupation

7. Religion.....

8. Father's Name.....

9. Husband's Name.....

(for married women)

10. Marital Status.....

11. Date of birth.....

12. Permanent Address.....

Left thumb impression

Marks of identification

Space for Photograph

Account No.....

Card prepared by

Dated

Coal Mines Provident Fund

Commissioner.

Form H

COAL MINES PROVIDENT FUND.

Return of persons employed who qualified for membership of the Coal Mines Provident Fund during the quarter

.....to.....

(To be sent to the Commissioner in duplicate with Form A.)

Name & Address of Coal Mine.

Regd. No. of Coal Mine.

Serial No.	Name of employee (In block capitals)	Father's name (or Husband's name in case of married women.)	Category of employee's work.	Sex	Account No. (not to be filled by employer)	REMARKS

Dated.....

Signature of Manager
of Coal-Mine.

Form I

COAL MINES PROVIDENT FUND

Return of Contribution Cards sent to the Commissioner on completion of contribution year.....

19 to.....19

(To be sent in duplicate)

Name and Address of Coal-Mine.

Registered No. of Coal-Mine.

Serial No.	Account No.	Name of member (In block capitals)	Number of emergency cards sent	Total contribution		Remarks	Space for use in Commissioner's office.
				Rs.	As.		
Total Amount of Contributions.							

Total number of Cards sent

Dated.....

Signature of Manager
of Coal-Mine.

Form J

COAL MINES PROVIDENT FUND.

Chalan of Contribution Cards and Identity Cards sent to.....

*Instructions :—*This form should be prepared in triplicate or duplicate according as the cards are sent to the new employer or the Commissioner. In case the cards are sent to the new employer the extra copy should be sent to the Commissioner. One copy will be returned by the recipient duly acknowledged.

Sl. No.	Account No.	Name of member (In block Capitals)	Identity card sent (S) not sent (N)	Contribution card sent (S) not sent (N)	Emergency cards (Number sent) Nil 1,2,3, etc.	REMARKS
1	2	3	4	5	6	7

No. of Identity Cards.....

No. of Contribution Cards.....

Signature of Manager

No. of Emergency Cards.....

Name and address of the coalmine.

Total No. of Cards sent.....

Regd. No. of Coal-mine
Dated

Form K

COAL MINES PROVIDENT FUND.

Chalan of Contribution Cards and Identity Cards sent to.....

*Instructions :—*This form should be sent in duplicate. The recipient will return one copy, duly acknowledged.

Sl. No.	Account No.	Name of member (In block Capitals)	Identity cards sent (S) not sent (N)	Contribution card sent (S) not sent (N)	Emergency Cards (Number sent) Nil, 1, 2, 3, etc.	REMARKS

No. of Identity Cards....

No. of Contribution Cards.....

No. of Emergency Cards

Coal-Mines Provident Fund
Commissioner

Total No. of Cards sent

Dated.

Form L

COAL MINES PROVIDENT FUND

(Requisition for Contribution Cards and Identity Cards)

The following persons, who have joined this Coal mine, are understood to be members of the Coal Mines Provident Fund and ^{to have been working in your} ~~not to have worked in any coal~~ ^{mine} during.....or.....It is requested that their Contribution Cards, Emergency Contribution Cards, if any, and the Identity Cards (in the case of those who have not already surrendered them as mentioned below) may kindly be sent to us :—

Serial No.	Member's name (in block capitals)	Father's name (or Husband's name in case of married women)	Amount Number (As in the Identity Card or as stated by the member)	Probable date of leaving the coal mine	Whether Identity Card surrendered (write 'yes' or 'No')

Regd. No. of Coal Mine.....

Signature of Manager
or other Officer.

Dated.....

Name and address
of Coal Mine.

To

.....
.....
.....
.....

Form M

COAL MINES PROVIDENT FUND.

I..... hereby cancel the nomination made by me/my guardian on.....as regards the disposal, in the event of my/my ward's death, of the amount standing to my/my ward's credit in the Coal Mines Provident Fund and direct that the amount at my/my ward's credit in Account No..... of the Coal Mines Provident Fund at the time of my/my ward's death shall be paid to the following person (s) in the manner shown against their names:—

Name & Address of the nominee or nominees	Nominee's relationship with the member	Age of Nominee	Amount or share of accumulation in the Fund to be paid to the nominee
1	2	3	4

Date

Signature or left hand
thumb impression of member
or his guardian.

Certified that the above declaration has been signed by (1).....
employed in.....(2) the guardian of.....
employed in.....before me.

Registered No. }
of Coal Mine }

Signature of Manager.

Form 'N'

COAL MINES PROVIDENT FUND
(*Indent for Purchase of Contribution Stamps*)

To The Treasury Officer,

Please supply for the use of the under-mentioned Coal Mine the following Contribution Stamps for which the bearer will pay Cash/by Cheque No..... dated... drawn on.....

Denomination of the Stamp	Number of stamps required	Nominal value of stamps	
		Rs.	As
<i>Monthly rated employees</i>			
One Rupee & four annas			
Two Rupees			
Three			
Four			
Six			
Eight			
Ten			
Twelve			
Fourteen			
Sixteen			
Eighteen			
Twenty			
Twenty-four			
Thirty			
<i>Other employees</i>			
Four Annas			
Six			
Eight			
Twelve			
One Rupee			
One Rupee & Four Annas			
" " " Eight			
Total Nominal value of stamps			
Add 5% Administrative charge			
Total amount payable for the purchase of stamps			

Signature of Manager of Coal Mine.
Regd. No. of Coal Mine.
Name and address of Coal Mine.

Form 'O'

COAL MINES PROVIDENT FUND

Classified Summary of the assets of the Coal Mines Provident Fund
the.....

Class of Assets	Book value as per (a) below	Market Value as per (b) below	Remarks as per (c) below
	Rs.	Rs.	Rs.
1. Govt. of India Securities.			
2. Indian Provincial Govt. Securities.			
3. Indian Municipal, Port and Improvement Trust Securities including debentures			
4. Debentures of Indian Railways.			
5. Guaranteed and Preference shares of Indian Railways.			
Annuities of Indian Railways.			
7. Ordinary shares of Railways in India.			
8. Other debentures of concerns in India			
Other guaranteed and Preference shares of concerns in India.			
10. Other Ordinary shares of Concerns in India.			
11. Cash on deposit in Banks			
12. Cash in hand and on Current account in Banks.			
13. Other asset (to be specified)			

The summary shall show—

(a) the value for which credit is taken in the accounts for each of the above-mentioned classes of assets.

(b) the market value of such of the above-mentioned classes of assets as has been ascertained from published quotations,

(c) how the value of such of the above-mentioned classes of assets as has not been ascertained from published quotations has been arrived at.

S. C. Aggarwal, Dy. Secy.

